



BILLING CODE 7515-01U

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2018-034]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice of availability of proposed records schedules; request for comments

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records they no longer need to conduct agency business. NARA invites public comments on such records schedules.

DATES: NARA must receive requests for copies in writing by [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: request.schedule@nara.gov

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at 301-837-1799, or by email at request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: NARA publishes notice in the Federal Register for records schedules they no longer need to conduct agency business. NARA invites public comments on such records schedules, as required by 44 U.S.C. § 3303a(a).

Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions.

Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.

Schedules Pending:

1. Department of Agriculture, Farm Service Agency (DAA-0145-2017-0025, 1 item, 1 temporary item). Case files documenting the disposal of excess or surplus property owned by the Federal government.

2. Department of Agriculture, Farm Service Agency (DAA-0145-2017-0027, 10 items, 10 temporary items). Routine administrative records documenting the agency's leasing activities. Included are requests for leasing space, solicitation records, negotiation documents, successful offers and unsuccessful offers, approval documentation, and award notification files.

3. Department of Defense, Office of the Secretary of Defense (DAA-0330-2013-0012, 43 items, 41 temporary items). Department of Defense Education Activity records related to the operation of elementary, secondary, and graduate schools, including student, faculty, instructional, and administrative records. Proposed for permanent retention are records related to research and instruction about uniquely military medical conditions and treatments.

4. Department of Defense, Defense Security Service (DAA-0446-2016-0001, 1 item, 1 temporary item). Records of an electronic information system used to track and mitigate potential threats to facilities and personnel, including contact information, military history information, and publicly available electronic information.

5. Department of Defense, Defense Security Service (DAA-0446-2017-0001, 9 items, 9 temporary items). Records relating to the security of defense contractor facilities including security clearance of the facilities, cancellation of clearances, security agreements, and related administrative actions.

6. Department of Defense, Defense Security Service (DAA-0446-2017-0003, 1 item, 1 temporary item). Records relating to Congressional inquiries including correspondence, copy of requests, responses, reports, and other documents.

7. Department of Defense, Defense Threat Reduction Agency (DAA-0374-2017-0017, 1 item, 1 temporary item). Master files of an electronic information system used for tracking and managing travel information for personnel outside the United States, including travel requests, incidental files, and related administrative actions.

8. Department of Energy, Agency-wide (DAA-0434-2018-0001, 1 item, 1 temporary item). Master files of an electronic information system used to track and manage electronic service requests, software installation, and hardware repair.

9. Department of the Interior, Agency-wide (DAA-0048-2015-0003, 23 items, 18 temporary items). Natural resource planning and development case files containing operational mission records related to fish and wildlife species management; critical habitat designations; assessment reports; surveys; Federal onshore and offshore production audits and inspections; energy lease applications and issued leases; energy resource analysis and evaluations; land use planning and activities; permits; land title operational and realty; wild horse and burro adoptions; reciprocal use and license agreements; land status; water analysis and water use permitting; non-historic water and power projects and facility records; and water project, engineering, and water quality records. Proposed for permanent retention are final studies and reports related to mission programs and activities such as the Endangered Species Act and fish and wildlife management and planning files; energy and mineral final financial reports and summaries; mineral lease case history files; land use management plans and reports

requiring agency authorization; historic water and power projects; and water resources and delivery records.

10. Department of the Treasury, Internal Revenue Service (DAA-0058-2017-0011, 1 item, 1 temporary item). Alert notification system records.

11. National Indian Gaming Commission, Office of the Commission (DAA-0600-2017-0001, 17 items, 10 temporary items). Records include routine operational or administrative correspondence, internal audit records, tribal self-regulation annual submissions, agency agreements, consultation files, and related working files. Proposed for permanent retention are official correspondence and daily schedule of activities for the Chairperson, Commissioners, and Chief of Staff; Commission meeting and decisional files; organizational structure and strategic planning files; final official policies and procedures; tribal self-regulation decisional documents; and advisory committee final reports.

12. National Indian Gaming Commission, Office of General Counsel (DAA-0600-2017-0002, 12 items, 9 temporary items). Records include internal or non-substantive legal opinions, withdrawn ordinances, operational or administrative correspondence, administrative litigation case files, master files of two case file tracking systems, and related working files. Proposed for permanent retention are significant legal opinions, ordinance decisional files, and enforcement action files.

13. Office of Personnel Management, Agency-wide (DAA-0478-2017-0012, 1 item, 1 temporary item). Assessment and evaluation project files documenting the development of assessments to evaluate organizations and develop applicant tests.

14. Office of Personnel Management, Agency-wide (DAA-0478-2018-0002, 6 items, 6 temporary items). Records related to internal and external oversight and audit of human capital laws and regulations.

15. Peace Corps, Office of Volunteer Recruitment and Selection (DAA-0490-2017-0009, 2 items, 1 temporary item). Records of the Associate Director including routine administrative files. Proposed for permanent retention are significant program records including reports, strategic plans, and program guidance.

Laurence Brewer,

Chief Records Officer for the U.S. Government.

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